Chapter 9
WEBGATE, PROJECT PRECONSTRUCTION (PrP, previously known as TRNSPORT or wT), AND DESIGNER WEB PAGES

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9.1 General

FDOT's DQE application was implemented at the same time as AASHTOWare's Project Preconstruction (PrP). Updates to the Designer Interface and Webgate Reports were also impelemted, for use by consultant designers.

9.1.1 Intro to the TRNS*PORT Suite

AASHTOWare Project (Pr) is a suite of programs owned by AASHTO (American Association of State Highway Transportation Officials). Many states around the country use this suite of programs for their transportation contracts. Additional information is available at http://www.aashtoware.org/

9.1.2 Levels: Proposal, Project, Category, and Pay Item

FDOT Project data is organized into several levels:

- **Pay items** are used to pay for a given item of work, as defined in the plans and/or specifications. Pay Items may include materials, equipment, and/or labor to complete the defined work.
- Multiple pay items may be included in a **category** of work. Categories include Structures, Roadway, Signing, Lighting, etc. For each category of work, a component set of plans is usually provided.
- A **project** may include one or more categories of work, within a defined geographic area. For example, a project may include a bridge (structure), resurfacing and drainage improvements (roadway), and related striping (signing and pavement markings).
- When ready for letting, one or more projects may be combined in a **proposal**. The proposal includes any additional components (letting, award, and execution information) necessary for the contract.

9.1.3 Training & Helpful Hints

Training is available from the State Program Management Office, Estimating Systems Support section. Dates are scheduled upon request.. Please contact your District Estimates Office to request training. Classroom and/or "online meeting" training is available.

9.1.4 Security

Security within PrP is coordinated through the FDOT Automated Access Request Form (AARF). Contact your District Security Coordinator (FDOT employees) and/or FDOT Project Manager (FDOT Design Consultants) to request access.

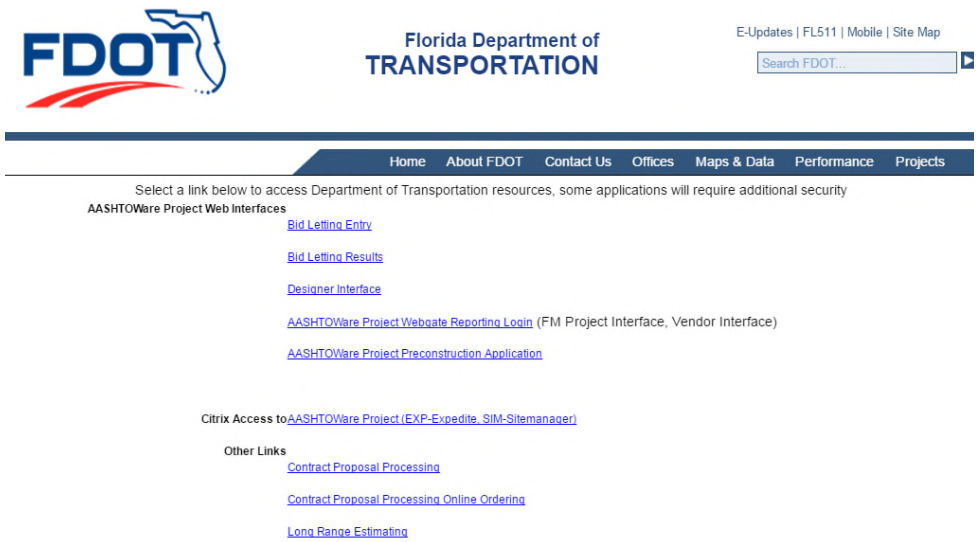
9.2 Webgate

The Webgate is a FDOT application that serves as a doorway to the Designer Interface, Reports Menu, and other applications. It is accessed with the RACF userID and password.

Due to the security requirements, the webgate and associated tools are available only for designers working on FDOT projects.

9.2.1 Menu

The screen below shows the options available on the Webgate menu at https://fdotwp1.dot.state.fl.us/WTWEBGATEREPORTS/WebGate.aspx .



9.2.2 Designer Interface

The Designer Interface is a tool used for loading project pay items into PrP.

9.2.3 Reports

The Reports menu allows users to select and produce reports based on current “live” information. Some of the reports are based on historical (awarded) projects, while other reports are based on future (proposed) projects. Additional details are provided below for using the Reports.

9.2.4 Other Applications

Additional applications, including LRE (Long Range Estimates System), are available from the Webgate menu. Note that additional rights may be required to fully utilize these applications. Contact your District Estimates Office for information and/or to request access to these applications. Access will be based on the applications needed to complete the FDOT work assigned to a user and/or their employer.

9.3 Designer Interface

9.3.1 Project Access and Verification

Once assigned to a project, the designer should verify:

a) that the project exists (or that proper control has been given)

b) that all project header information is correct

If proper control is not given, the project will not appear on the designer's list of available projects. The designer should contact the District Estimates Office to request control.

9.3.2 Headers

As described above, information is grouped at various levels:

Proposal
Project
Category (aka Design Group)
Pay Item

Each level includes information applicable to the levels above and/or below it.

Proposal Headers: The District Estimates Office creates the proposal prior to the letting. The proposal is used to "link" or "string" one or more projects, for letting purposes. All projects must be assigned a proposal number prior to advertisement.

Note: The State Program Management Office recommends that the proposal be created between 90-100% plans. Creating the proposal prior to 90% plans is possible, but may cause other issues, if created too early.

Project Headers: When first given access to the project, and at each design phase, the designer must verify the project header information. While much of this information is automatically transferred from FM to PrP, the designer should check the letting date, spec/pay item year, and other information. Any errors should be immediately reported to the FDOT project manager for correction.

If project header information is incorrect, DO NOT attempt change it; this information is refreshed nightly from FM. It MUST BE CORRECTED IN FM. The designer should contact the FDOT project manager prior to making any changes. The project manager will coordinate FM changes with the responsible office(s) in the district. See below for more information on Project Headers.

Category Headers: From the project level of the Designer Web Pages, the designer can select, copy, and/or delete categories. At a minimum, **each component set of plans (structures, roadway, lighting, etc.) must have a corresponding category.** In accordance with the Plans Preparation Manual (PPM), it is possible to have minor/incidental work from another design group included on the roadway plans, yet still have a separate category for pay items. Unused categories should be deleted.

Items are categorized by pay item range:

Item Numbers **(Specification Sections)**	**SUBJECT/GROUP**		Category / Design Group/ Plans
100-102	MOT		0200 Roadway
103	Temporary Structures		
104	Erosion Control	Drainage	
		Environmental	
106-108	Environmental	Coordinator	
		Water/Erosion Control	
		Air Quality	
		Decontamination/Hazardous Materials	
109	Field Office		
110-199	"Dirt" Earthwork	Roadway	
		Erosion Control	
		Topsoil/Vegetation	
200-299	Base Courses		
300-399	Surface Courses, Concrete Pavement		
except 346-347	Concrete		0100 Structures or 0200 Roadway
400-499	Structures		0100 Structures
except 425-449	Drainage Structures		0200 Roadway
500-515	Incidental Construction- Structures		0100 Structures
516-559	Incidental Construction- Roadway Items		0200 Roadway
560-569	Incidental Construction- Structural Paint		0100 Structures
570-599	Incidental Construction- Turf & Landscaping		0200 Roadway or 0600 Landscaping
600-699	Traffic Control Devices (Signals & ITS) Conduit and other “common use” items		0500 Signals Other categories, as needed
700-714	Traffic Control		0300 Signing
715	Traffic Control- Lighting		0400 Lighting
720-740	Incidental Construction- Other		0200 Roadway
741-749	Incidental Construction- Traffic Monitoring (TMS)		
750-770	Incidental Construction- Other		
~~**780-789**~~	~~Intelligent Transportation Systems (ITS)~~		~~0550 ITS~~
800-899	Mass Transit (Railroad)		0900 Mass Transit
1000-1999	Utilities		0100 Structures

NOTE: While pay item ranges are generally grouped by category, some items may be used in multiple categories. Refer to the specific items for details.

Category 550 ITS: This category may be used through June 2018 lettings. All projects with ITS components let July 2017 or later should include the ITS work in the signalization plans. Additional information will be posted in the 2018 Design Manual (PPM replacement) in November 2017.

Bridge Category Header: The bridge header requires information specific to each structure. **Each bridge must be loaded into a separate category**, with details specific to that bridge. With each bridge category, the Designer Interface requires that the bridge category header information, specifically the bridge ID, be entered prior to loading/editing pay items. The following fields must be completed:

Alternate Code: leave blank unless using alternate structures. Contact your District Estimates Office for assistance when considering alternate structures.

Bridge Length (feet): Enter the total bridge length, not including approach slabs.

Bridge Width (feet): Enter the total bridge deck width, from outside to outside of traffic railing. For bridges with variable width, divide the total bridge deck area, outside to outside, by the length to obtain the average width.

Number of Spans: Enter the correct number

Bridge Type: Select the appropriate type.

Bridge ID: Enter the valid bridge number. For bridge replacements, use the new bridge ID (replacement) number, not the old number.

Note that the Structures Detailing Manual (also referenced by the PPM) recommends that the bridge ID be obtained in the early design phase. By phase 2 and phase 3 submittals, as defined in the PPM, this information must be known in order to correctly complete the bridge category information.

Begin/End Termini: Not used.

Superstructure Type: Select the appropriate type; for box culverts, select “none”.

Substructure Type: Select the appropriate type; for box culverts, select “none”.

Foundation Type: Select the appropriate type; for box culverts, select “none”.

Structure Location: Select the appropriate type.

Structure Work Type: Select the appropriate type; for pedestrian overpass, select “Miscellaneous”.

Pay Item Header: Pay Item header information (description, unit of measure, etc.) is maintained by the State Program Management Office, Estimating Systems Support section. Any errors in the pay item header should immediately be brought to the attention of the State Estimates Office.

If the pay item description does meet the project needs, refer to Chapter 6 for Requesting a New Pay Item. Additional items can be created within 24 hours, pending approval of the specifications. See below for additional information regarding pay items.

9.3.3 Leading Zeros

Leading zeros for pay items are optional, except as required by the PrP system.

Designer Web Pages / Summary of Pay Items: When entering pay items 50- through 999 into the system, a leading zero must be added before the first group of digits, i.e. 102- 1 becomes 0102- 1. (A leading zero replaces the leading space **only** in the first group of digits.) Metric items and English Utility items are unaffected, as they already have four numbers in the first group of digits.

Plan Summary Box: See Chapter 8 for additional information on Summary Boxes.

Other Documents: The plans, specifications, standards, and other documents, including the BOE, will continue to refer to the pay item numbers without the leading zero.

9.3.4 Alternates

If there is a need to consider alternate categories and/or alternate pay items, contact your District Estimates Office for assistance. Additional coordination may be needed with Contracts Administration for any innovative contracting.

9.3.5 Participating/Non-Participating Field

The column labeled “Non-Part” within the designer interface screens and reports is an indicator or “flag” for those items not participating in the major funding group. **Designers are no longer able to change this field.** Please consult with your District Estimates Engineer if unusual funding is anticipated.

9.3.6 Pay Items, Category, and Component Plans

Pay items within a category must correspond to the work shown in the component plans. For example, the signals items shown in the signals category/summary of pay items must correspond to the work shown in the signals plans.

Category totals are used for reporting purposes. Ensure that all work shown in a category uses the appropriate items for that category. Additional reminders are as follows:

For landscaping- all work must be detailed in the plans.

For structures- each bridge must be entered separately. All work associated with each structure must be entered accordingly.

For Signals- use signals pay items.

For lighting- use lighting pay items.

Note: Some items are valid in multiple categories, such as conduit or pull boxes. Some items are separated by category and specification, such as pavement markings. Select the pay item appropriate for the category and work to be completed. Refer to the specifications for materials and installation requirements.

When a project does not have a roadway component (structures only, signals only, landscape only, etc.), the “roadway” pay items are loaded into the category that corresponds with the primary component plans. For example, Mobilization and Maintenance of Traffic are included in the signalization component plans & category of a “signalization project” without roadway plans. The pay items within a category will continue to correspond to the work shown in each of the component plans.

Additional details may be included with specific pay items and/or summary boxes.

9.4 Reports

9.4.1 General

Many of the reports are available to any user with access to the Reports Menu. The reports listed below are generally used by the Designer, with the “Designer” role. Users may not have access to all of the reports listed below.

The following definitions are important.

Project: A single project, with appropriate Financial Project number, header information, funding, items, etc.

Proposal: One or more projects combined for the purpose of creating a contract for letting. Projects are “strung” only when combined to form a proposal. The District Estimates Office, according to district practices, will create proposals.

9.4.2 Project Edit Report

The **Project Edit Report is the single most important report.** It should be run at the project level after updating any items or quantities, after an update bulletin, or after a project has been idle or “shelved” for a period of time. In addition to listing the current items and quantities, this report will provide an item check based on the proposed letting date.

9.4.3 Master Pay Item List

Designers are encouraged to use the Master Pay Item List from DQE, the source of all pay items. The Webgate Master Pay Item List is a list of items currently available in PrP. It also includes valid (effective/obsolete) dates, a Spec flag, and a Reference Price. Additional items are opened upon request; refer to Chapter 6 for additional information.

Note: The Reference Price is for general information only. It is based on a weighted average, with extreme high/low values removed. It should NOT be used for project estimates, without consideration of other project conditions.

9.4.4 Proposal Summary of Pay Items (CADD)

After the District Estimates Office has created a proposal, the Designer will be able to select a Proposal Summary of Quantities from the Reports menu. After entering the proposal number, a report (.txt format) will be sent to the CADD ftp site. The designer can download and import the file according to established CADD procedures.

For early phase reviews (up to 90%, or until the proposal has been created)**,** the Project Summary of Quantities Report must be used. (No proposal, no proposal report.) If multiple projects are anticipated to be let together, the Designer should be sure to print each project’s Summary of Quantities for review. These reports may be printed on standard 8.5” by 11” paper.

For later phase reviews (90%, or after the proposal has been created), the Proposal Summary of Quantities Report should be used. After the Designer submits the report from the interface menu, the output will be sent to the CADD ftp site in 5-10 minutes.

9.4.5 Project Summary of Pay Items

This report will print in .pdf format for a specified project. This report will be used for early phase reviews. Note: If a proposal has already been created, the proposal number will be included in the report header.

9.4.6 Project Item List

This report will list the items and quantities for a given project number.

9.4.7 Item Average Unit Cost, by Item

This report will provide historical project information for specific pay items. Note: The pay items must be entered individually, rather than as a group. This report is helpful when detailed project information is needed for a specific pay item.

9.4.8 Item Average Unit Cost, by range

This report provides a historical average for a pay item range, over a specified date range. This report is helpful when general price information is needed for selected pay item(s).

9.4.9 Custom Reports

The State Program Management Office has the ability to create and/or run custom reports for user specified criteria. Please contact your District Estimates Office if custom reports are needed.

Note: Pricing for individual projects does not require a custom report. Pricing (Authorization and Official Estimate) before the letting is completed by the District Estimates Office using DQE. Design estimates should be project specific- based on specifications, location, market area, materials, quantity, equipment, labor, and other related factors.

Chapter 9 Revision History

10-25-16: Updated header dates for 2017 edition. Updated web addresses and Program Management Office title. Removed TRNSPORT references; included PrP references, as needed.
12-30-14: Updated header dates for 2015 edition. Updated note in 9.1. Added last sentence to 9.3.6 to indicate that additional information may be specific to a pay item or summary box.
4-30-14: Updated header dates for 2014 edition. Updated hyperlink.
2-20-13: Updated header dates for 2013 edition. Added note to 9.1 General to indicate software development is ongoing.
11-23-11: Updated header dates for 2012 edition. Added note to 9.1.
11-23-10: Updated header dates for 2011 edition. Added note to 9.1 General about pending webTrnsport.
10-30-09: Updated header dates for 2010 edition. Updated formatting for section & subsection titles.
1-27-09: Expanded 9.3.6 to include instructions for projects without roadway component plans.
10-1-08: Updated header dates for 2009 edition.
10-1-08: Updated 9.3.6 Pay Items, TRNS*PORT Category, and Component Plans to include examples of items/category usage.